

April 9, 2007

## **MINUTES OF A REGULAR MEETING OF THE TORRANCE LIBRARY COMMISSION**

### **1. CALL TO ORDER**

The Torrance Library Commission convened in a regular session at 7:06 p.m. on Monday, April 9, 2007 at the Southeast Branch Library.

### **2. ROLL CALL**

Present: Commissioners Chappell, Gerber, Grogan, Haig, Lang,  
and Chairperson Botello.

Absent: Commissioner Wang.

Also Present: City Librarian Weiner, Principal Librarian Theyer,  
Library Services Manager Reeder,  
Senior Librarian Van Vranken, and  
Youth Services Librarian Garcia.

**MOTION:** Commissioner Gerber moved to grant Commissioner Wang an excused absence for the April 9, 2007 Library Commission meeting. Commissioner Haig seconded the motion; a voice vote reflected unanimous approval.

### **3. FLAG SALUTE**

Commissioner Grogan led the Pledge of Allegiance.

### **4. AFFIDAVIT OF POSTING**

**MOTION:** Commissioner Lang moved to accept and file the report of the City Clerk on the posting of the agenda for this meeting. Commissioner Chappell seconded the motion; a voice vote reflected unanimous approval.

### **5. APPROVAL OF MINUTES**

#### **5a. MINUTES OF MARCH 12, 2007**

Commissioner Haig offered the following correction to the March 12, 2007 Library Commission meeting minutes:

Page 6, Item 10, paragraph 1, line 3: "...Seaside Elementary School and Chocolate Lover's Day at Walteria Branch Library."

**MOTION:** Commissioner Grogan moved for the approval of the March 12, 2007 Library Commission meeting minutes as corrected. Commissioner Lang seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Wang).

### **6. NEW BUSINESS**

#### **6a. FRIENDS OF THE TORRANCE LIBRARY REPORT**

City Librarian Weiner distributed the Spring 2007 "Torrance Library Times" Friends of the Torrance Library newsletter and announced a hardback book sale on April 20-21, 2007 at Katy Geissert Civic Center Library.

**6b. YOUTH COUNCIL REPORT**

Chairperson Botello welcomed Youth Council members Chelsea Brewer from Chadwick School and Shreyasi Ghosh from West High School. They discussed the April 7, 2007 Pancake Breakfast and announced upcoming events that include Beat the Odds scholarship selection committee on April 12, Youth Forum on April 24, and Associated Student Body (ASB) Bowl on May 23, 2007.

**6d. KATY GEISSERT CIVIC CENTER LIBRARY MAIN LEVEL REMODEL**

This item was considered out of order.

Library Services Manager Reeder distributed plans for the main level remodel of Katy Geissert Civic Center Library and described changes that include a smaller display case in the lobby, relocation of copy machines and printers, replacement of the current study rooms for ASSIST access, and reconfiguration of the reference desk. He noted that there would be a 15% increase in shelving with tall circulating stacks on both sides, noting that reference materials would be reduced. He stated that sit-down computers circling the four pillars would allow the center section to be much more open.

He discussed plans to use graphic banners, replace the ceiling, and install accent lighting and an electronic readerboard sign to announce upcoming events. He stated that they were using the same architectural and interior designing firm that remodeled the other floors of the Library and that the six-to-eight week construction period was scheduled for this summer. He recognized the Disaster Council for raising safety concerns, noting that the new stacks would be earthquake-braced.

**6c. BRANCH LIBRARY REPORT**

Senior Librarian Van Vranken welcomed Commissioners and provided an overview of activities at Southeast Library since the Commission's last visit. She discussed staffing changes and the March 8, 2007 grand opening of the Homework Center. She noted that Southeast branch is scheduled to be first to receive City Council's mandate and funding for Earthquake Safe Shelving and Electrical Upgrade and that staff has been busy weeding and shifting the collection in preparation for it. She provided information about the Homework Helpers program and monthly adult programs that has included scrapbooking, lei making, and garden bouquets. She noted that plans are underway for an adult summer reading program beginning June 2007.

She discussed relocation plans for Hull Middle School to the Levy campus and potential impacts on Southeast Library. She provided her wish list and goals that include new circulation and reference desks, better signage and way to display flyers, more paperback racks, painting, replacement of ceiling tiles, insulation, rain gutters, and blinds in the staff room.

Youth Services Librarian Garcia stated that she has been in the position since December 2006 and discussed the two weekly family story times and six classroom visits each month. She shared information about upcoming programming that includes an Earth Day celebration, Pirates, and Day of the Dead. She stated that she enjoys leading the teen book club, that she is starting a knitting/crocheting club, and that she is looking forward to the Summer Reading Program.

Responding to Commissioner Lang's inquiry, Principal Librarian Theyer stated that they hoped that Katy Geissert Library and Southeast Library would not be closed at

the same time and that contingency plans are in place so that the Summer Reading Program would not be affected.

**6e. ACCEPTABLE USE POLICY REVISION**

City Librarian Weiner presented a revised Torrance Public Library Acceptable Use Policy that was originally adopted by the Library Commission in November 2003. She stated that revisions were made to address problems with the Time Out software and time limits on public access terminals, noting that changes would ensure equitable access for all patrons and assist staff with enforcement.

In response to Chairperson Botello's inquiry, City Librarian Weiner explained that patrons were allowed 30 minutes of Internet access at branch libraries, two hours at Katy Geissert Library, and one hour at homework centers, noting that one log-on per day per system was permitted.

**MOTION:** Commissioner Gerber moved to support revisions to the Torrance Public Library Acceptable Use Policy as presented. Commissioner Grogan seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Wang).

**6f. ANNUAL RECOGNITION OF LIBRARY PART-TIME EMPLOYEES – JUNE 13**

Chairperson Botello reported that an estimated 10 part-time employees would be recognized on June 13, 2007 and suggested that the Commission establish a subcommittee to plan the event. Commissioners Grogan, Lang, and Gerber volunteered to serve on the subcommittee. A brief discussion centered on catering, decorations, invitations, and gift options.

**MOTION:** Commissioner Grogan moved to approve funds not to exceed \$700 from the Commission budget for the June 13, 2007 Annual Recognition of Library Part-time Employees. Commissioner Lang seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Wang).

**6g. GENE BARNETT RETIREMENT**

City Librarian Weiner informed Commissioners that the retirement celebration for Community Services Director Barnett is May 9, 2007 from 3:00 to 5:00 p.m. at the Cultural Arts Center, noting that it will be a U.S.C. theme.

**6h. LIBRARY COMMISSION ANNUAL REPORT**

Commissioner Gerber was asked if she would be willing to prepare the Library Commission Annual Report for 2006-07 and she accepted the responsibility. It was noted that the 2005-06 Annual Report was included in the material of record.

**7. UNFINISHED BUSINESS**

**7a. NATIONAL LIBRARY WEEK PROCLAMATION AT APRIL 10, 2007 COUNCIL MEETING**

Commissioner Gerber volunteered to accept the National Library Week Proclamation at the April 10, 2007 City Council meeting.

**7b. CLA LEGISLATIVE DAY APRIL 18, 2007**

Commissioner Haig stated that he was looking forward to attending the 2007 California Library Association (CLA) Legislative Day on April 18, 2007 in the City of Sacramento and thanked City Librarian Weiner for providing him with materials.

**7c. HOMEOWNER ASSOCIATION CONTACTS UPDATE**

Commissioner Lang reported that a letter was being prepared.

**7d. MARCH 24 CALTAC WORKSHOP DEBRIEFING**

Commissioner Grogan reported that the CALTAC Workshop "Building Your Trustee Toolkit" was very interesting and that she was impressed with the Huntington Beach Library. She stated that she enjoyed hearing speakers Pat Taviss and CLA President Margaret Todd and that topics of discussion included the Urban Library Council, Bill and Melinda Gates Foundation, Public Library Funds advocacy, cell phone policy, and effectiveness training.

**7e. PROGRAM PROPOSAL FOR OCTOBER 2007 CLA CONFERENCE UPDATE**

Chairperson Botello reported that she has not heard back from CLA regarding the program proposal application for a panel discussion at the CLA Conference in Long Beach in October 2007.

**7f. JOINT PROGRAM WITH ENVIRONMENTAL QUALITY COMMISSION UPDATE**

City Librarian Weiner reported that she presented details about the joint program at the April 5, 2007 Environmental Quality and Energy Conservation Commission meeting and that they were receptive to the plans. She noted that Commissioner Watson offered to work with the subcommittee to plan the event. She stated that "An Inconvenient Truth" would be shown on June 27, 2007, followed by a book and film discussion.

**7g. STARBUCKS GRANT UPDATE**

City Librarian Weiner thanked Commissioner Haig for submitting the application for a Starbucks grant but informed Commissioners that the Annual Recognition of Library Part-time Employees did not meet their literacy criteria.

**7h. LIBRARY COMMISSION BUDGET**

Commissioner Lang distributed the 2006-07 Library Commission budget as well as expenditures the past three years for memberships, the City Council and Commission social, part-time staff recognition party, and conferences.

City Librarian Weiner relayed Community Services Director Barnett's suggestion to write an informal letter through the City Manager's office to City Council requesting an increase to the Commission budget for 2007-08. She distributed a letter drafted for the Chairperson's signature.

**MOTION:** Commissioner Haig moved to approve that Chairperson Botello sign and forward to the Mayor and City Council the letter as presented requesting an increase of \$1,000 to the Library Commission budget for fiscal year 2007-08.

**8. STANDING COMMISSION COMMITTEE REPORTS**

**8a. TORRANCE PUBLIC LIBRARY FOUNDATION**

City Librarian Weiner reported that topics of discussion at the March 21, 2007 Foundation meeting included a debriefing on the Southeast Library Homework Center grand opening event, Live Homework Help, and preparation of a Strategic Plan with a facilitator. She announced that the Foundation voted unanimously to fund \$6,137 for one-quarter of the cost of the 2007-08 Live Homework Help program.

The next Torrance Public Library Foundation meeting is May 2, 2007 at noon at Katy Geissert Civic Center Library.

**8b. TUSD ECT**

Commissioner Grogan reported that Hull Middle School was honored at the April 2007 ECT meeting and announced that it received a California Distinguished School award for 2007. She shared information about Hull's Learning Center, weekly staff development, Builder's Club, Writer's Block, Science Survivor, and peer mediation group. She stated that the Torrance School District Orchestra performed and announced a June 11, 2007 concert at Torrance High School.

**9. MONTHLY DEPARTMENT REPORT**

City Librarian Weiner encouraged Commissioners to attend the May 8 and May 15, 2007 budget public hearings, with adoption of the budget expected on May 22, 2007. She discussed the Library's formal budget modification proposals that include funds for addition of Sunday hours of service, restoration of the materials and office supply budgets, increase in security service costs, to digitize historical newspapers, and to convert a Senior Aide position to a Library Page position.

She announced a community outreach meeting at South High School on April 17, 2007. She also reported that in March 2007 454 students used the Live Homework Help service, that installation of a cell tower at Victor Park will be considered by City Council on April 10, 2007, and that Library program attendance keeps increasing. She stated that the April 7, 2007 public relations booth at Farmers' Market was a worthwhile event.

**10. ORALS**

**10a.** Commissioner Gerber regretfully informed staff and Commissioners that Kathryn Endo-Robert's father passed away on March 24, 2007.

**10b.** Commissioner Gerber announced a May 5, 2007 "Meet the Farmer" program at Katy Geissert Library.

**10c.** Commissioner Haig stated that he enjoyed the Pancake Breakfast and, responding to his inquiry, City Librarian Weiner stated that there has not been much of a problem with patrons using the libraries as shelters.

**10d.** Commissioner Grogan requested an excused absence for the May 14, 2007 Commission meeting. She stated that she enjoyed the Pancake Breakfast and participating at the Farmers' Market outreach.

**10e.** City Librarian Weiner distributed flyers about a "Brain Games for Older Adults" program on May 5, 2007 at Walteria Library.

**10f.** Commissioner Lang stated that participating at the Farmers' Market outreach was a wonderful opportunity.

**10g.** Chairperson Botello stated that she and Principal Librarian Theyer spoke at U.C.L.A. on April 9, 2007 about Library Commissions' activities, governance, and how the Library functions. She announced an Internship Open House and Career Fair on April 27, 2007 and Festival of Books on April 28-29, 2007.

**10h.** Commissioner Chappell stated that he enjoyed attending the Pancake Breakfast.

**11. ITEMS FOR NEXT LIBRARY COMMISSION MEETING**

Items for the May 14, 2007 Library Commission meeting agenda were listed and include: Budget report, Live Homework Help update, Legislative Day update, part-time staff recognition event, Commission Annual Report, Environment Quality and Energy Conservation Commission joint program, CLA proposal, homeowners associations update, Community Service Director Barnett's retirement, National Library Week Proclamation, ECT, Library Foundation, Friends, and Youth Council.

**12. ADJOURNMENT**

**MOTION:** At 10:07 p.m., Commissioner Gerber, with a second by Commissioner Lang, moved to adjourn the meeting to Monday, May 14, 2007 at the Henderson Branch Library, 4805 Emerald St., at 7:00 p.m. and, hearing no objection, Chairperson Botello so ordered.

Approved as Submitted May 14, 2007 s/ Sue Herbers, City Clerk
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